

MAINE ARTS COMMISSION

CCED Phase I: Cultural Plan

Application Deadline: March 24, 2016 at 5 p.m.
Maximum Award: \$10,000

The Cultural Plan Grant is the required Phase I of the larger, Creative Communities = Economic Development (CCED) Phase II: Implementation Grant **or** an opportunity for an organization wishing to create an independent Cultural Plan. CCED is a major grant program that encourages cultural, economic and governmental sectors to work together to effect community cultural development that stimulates downtown development.

The communities themselves must be poised for growth and engaged in economic and community planning, as well as development using other funding sources. Phase I will award successful community applicants a \$10,000 grant to develop a Cultural Plan. Phase II will award one successful applicant the \$75,000 implementation grant over three years.

There is a required 1:1 in-kind or cash match for this grant.

The funding cycle for this program is July 1, 2016 through June 30, 2017.

ELIGIBILITY REQUIREMENTS

Your organization is eligible to apply if it meets all of the following criteria:

- Is a nonprofit organization, legally established in the state of Maine.
- Has a 501(c)(3) tax-exempt status from the Internal Revenue Service
- Is in compliance with final reports required for any previous Maine Arts Commission awards received

Applicants must speak with Julie Richard, Executive Director, two weeks or more prior to the application deadline. She can be reached at julie.richard@maine.gov or 207-287-2710.

APPLICATION REVIEW CRITERIA

CCED Phase I: Cultural Plan applications are reviewed on a competitive basis using the following criteria:

- Evidence of a high level of commitment from a cross-section of community partners.
- Identification of a professional planning consultant to work with the applicant and community during this process.
- Evidence of a sound planning process that includes research, strong steering committee representation, a detailed timeline and a comprehensive work plan.

The complete planning process is expected to take 12–18 months.

APPLICATION NARRATIVE *(All character counts include spaces. 4,400 characters/page)*

1. Describe your organization. Include its mission and provide a brief description. *(2,300 characters max.)*
2. Who are your community partners and what is their role in the planning effort. *(2,300 characters max.)*
3. Who is your planning consultant? Outline the consultant's past successful cultural planning efforts. *(1,500 characters max.)*
4. What type of research will be conducted? Include both qualitative and quantitative processes, populations surveyed and methodologies used. *(3,450 characters max.)*

INELIGIBLE EXPENSES

Grant awards may not be re-granted nor used to cover the costs of brick-and-mortar projects, permanent or capital equipment, operating support or fundraising.

APPLICATION PACKAGE REQUIREMENTS

A complete application package for the CCED: Cultural Plan Grant contains:

ONLINE

- Complete answers to all narrative prompts.
- Completed project budget.
- Financial Documents. An organization with an annual income of \$50,000-\$499,999 must include its most currently completed Form 990. An organization with an annual income of \$500,000 and over must include its most recently completed organizational financial audit.
- Resumes, bios, or curriculum vitae for all key personnel.
- List of committee members, including individual affiliations.
- Consultant's proposal, including work plan and timeline.

BY MAIL OR FAX

- Completed vendor form with ***exactly the same name and contact information as used in your application***
- Completed and signed assurances form

APPLICATION REVIEW PROCESS

Applications are reviewed by a panel of public members selected for their expertise in cultural organizational management.

All grant recommendations are presented to Maine Arts Commission members who approve the review process, making the grant official.

The review process and delivery of funds may take up to four months. This means that grant funds may be used to reimburse costs which have been incurred for the project after the grant has been approved but prior to funds being disbursed. ***Please plan accordingly.***

ASSISTANCE

You are welcome to contact agency staff to discuss your ideas at any time prior to the application deadline. You may also request an informal consultation about your completed application narrative two weeks or more prior to the application deadline.

General questions about the application or review process may be directed to Kathy Ann Shaw, Senior Director for Grants and Arts Accessibility, at kathy.shaw@maine.gov or 207-287-2750.

Specific questions about your application should be directed to Julie Richard, Executive Director, at julie.richard@maine.gov or 207-287-2710.



Grant information is available in large print format by request.

All Maine Arts Commission programs are accessible to people with disabilities.
All programs funded by the Maine Arts Commission must also be accessible.



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